



● Credentials Collegiate Transcripts/Certifications/Licensure

ATC is held to strict standards concerning faculty credentials and is required to both justify and document each faculty member's qualifications for teaching.

Such documentation of academic preparation includes official transcripts and if appropriate for demonstrating competency, official documentation of professional and work experience, technical and performance competency, records of publications, certifications and other qualifications.

As a result, the College has adopted measures & policies to ensure its ability to justify the employment of faculty. As an employee of the College, whether full-time or part-time (adjunct), you are required to submit all official academic transcripts. Athens Technical College recognizes *official academic transcripts* as those mailed from the institution conferring the degree directly to one of the following persons:

Director of Human Resources
Office of Human Resources
Athens Technical College
800 US Highway 29 North
Athens, GA 30601-1500

The Program Chair or
Hiring Official
Athens Technical College
800 US Highway 29 North
Athens, GA 30601-1500

Transcripts must be mailed from the degree-granting institution directly to the College, never having passed through the hands of the employee. Photocopies or transcripts delivered in a sealed envelope or by any other means are recognized as unofficial. No exceptions will be made.

Measures & Policies for Full-Time Employees:

1. Once an official written offer of employment has been received, it is recommended the prospective employee request official transcripts if they have not already done so. Proof of the request for a transcript or a receipt for transcript fees paid must be provided to the Office of Human Resources within the first thirty (30) days of employment in order to receive a contract of employment and to be placed on the payroll system.
2. If the transcripts are not received within the first forty-five (45) days of employment, the Office of Human Resources will send a "Non Receipt of Official Transcript" letter notifying the new employee and his/her respective supervisor that the HR department has received neither the individual's transcripts nor proof of the employee's request that the transcript be issued.
3. By the sixtieth (60) day of employment if transcripts or proof of request have not been received, the employee will be separated from employment with the College.

Measures & Policies for Part-Time Employees:

- 1) All official transcripts for part-time employees must be on file before being hired.